

INTRODUCTION TO BUSINESS ETHICS SESSION 6

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TOPICS TO BE COVERED

- Meaning of conduct
- Meaning of code of conduct
- Code of conduct violations
- Steps on how to create code of conduct
- HR's role in code of conduct
- HR's role in code of conduct violations
- Progressive Discipline

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CONDUCT

CONDUCT

- The mode or standard of personal behavior especially as based on moral principles
- The way that a person behaves in a particular place or situation

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CODE OF CONDUCT

✦ A code of business conduct, sometimes called a code of ethics, is a management tool for setting out an organization's values, responsibilities and ethical obligations

✦ The code of conduct provides employees with guidance for handling difficult ethical situations related to the business

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✦ Businesses develop their own codes, based on their core values, and no two codes are the same

✦ To be truly effective, the code of conduct must also be embedded in the business, so employees know how it applies to them

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CODE OF CONDUCT VIOLATIONS

 An act that violates the rules written in the code of conduct

 Conduct cases are those where an employee fails to comply with work rules, policies, and procedures such as arriving for work on time; treating co-workers respect; being honest; maintaining a good attendance record; using company time, supplies and property in a responsible manner; and other similar behaviour-related areas

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📖 Violations of these work rules, policies and procedures can form the basis for corrective, and disciplinary action



STEPS ON HOW TO CREATE CODE OF CONDUCT

- ↳ Review sample codes of ethics that companies in a similar business use
- ↳ Review other documents related to your business, including the firm's mission statement and any specific policies new hires receive as part of their orientation

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↳ Think about the ethical dilemmas that face not only your company, but also its competitors. These ethical issues vary by industry, and it is important to directly address them in the company's code of ethics

↳ Solicit input from employees when you create the code of ethics

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- ↳ Address potential workplace issues, such as office romances and nepotism, in your code of ethics
- ↳ Ask your lawyer to review the proposed code of ethics before putting it in force

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HRs RESPONSIBILITIES IN COC

✓ These professionals must adhere to the highest standards of personal and professional conduct to faithfully carry out their responsibilities, gain the respect of management and employees and ensure the company is in compliance with federal and state employment law

✓ They should carry their responsibilities with Accountability, Fairness, Integrity & Professional Development

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✓HRs should clearly communicate expectations through orientations

✓HR should give employees copies or access to COC

**Supervisors are also responsible for monitoring employees' conduct and for providing honest and timely feedback when an employee fails to meet expectations*

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HR RESPONSIBILITIES IN COC VIOLATION

- ◆ To investigate
- ◆ To give quick response
- ◆ To base actions on COC guidelines
- ◆ To give sanctions to the violations

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FACTORS THAT WILL AFFECT DECISIONS

- 1) The seriousness of the offense and the relationship to the employees duties
- 2) The employees position and level of responsibility (i.e., supervisory etc)
- 3) The employee's past disciplinary record

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4)The employee's past work record and years of service

5)The effect of the offense on the supervisor's confidence in the employee

6)The consistency of the penalty with that imposed on other employees

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7) The clarity with which the employee was placed on notice


8) The potential for rehabilitation

9) Any mitigating circumstances (provocation by others, etc.)


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PROGRESSIVE DISCIPLINE

 A procedure in which increasingly stiffer penalties are imposed for repeated acts of indiscipline

 A system of escalating responses intended to correct the negative behavior rather than to punish the employee


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 The process features increasingly formal efforts to provide feedback to the employee so he or she can correct the problem

 The goal of progressive discipline is to improve employee performance.

 To assist the employee to overcome performance problems and satisfy job expectations

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 It enables the organization to fairly, and with substantial documentation, terminate the employment of employees who are ineffective and unwilling to improve

 Not all infraction must go through every step of the corrective action process, as this depends on the gravity of offense

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STEPS IN PROGRESSIVE DISCIPLINE

 Verbal Warning

 Written Warning

 Suspension

 Termination

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VERBAL WARNING

A disciplinary measure in which a manager reprimands an employee that his or her performance is unacceptable. This action is still noted for documentation purposes.

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WRITTEN WARNING

A letter written to an employee as a disciplinary measure. A written warning describes the performance problems or work violations of the employee in specific detail and explains the consequences to the employee if his or her performance does not improve within a specified period of time.

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SUSPENSION

A period of time during which the employee is not allowed to work and for which the employee will receive no compensation when it has been determined that the employee's performance of duty or personal conduct is unsatisfactory. Temporary deprivation or interruption of position, power, and/or privileges.

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TERMINATION

The termination of the employment relationship, at the direction of the employer, related to an action/s or omission/s by the employee that has irreparably damaged the relationship between the employer and employee.

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COC SECTIONS

- ✦ Company Vision, Mission and Philosophy
- ✦ COC Purpose
- ✦ Scope
- ✦ Responsibility/Accountability
- ✦ Implementation
- ✦ Types of Disciplinary Action/Penalty
- ✦ Compliance of Labor Code

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Common Table of Offenses

- ✓ Against Company/Interest & Policy
- ✓ Against Persons
- ✓ Against Property
- ✓ Against Work environment, Safety, Security & Public Order
- ✓ Against Medical Rules

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THANK
YOU

